

ASSESSMENT POLICY

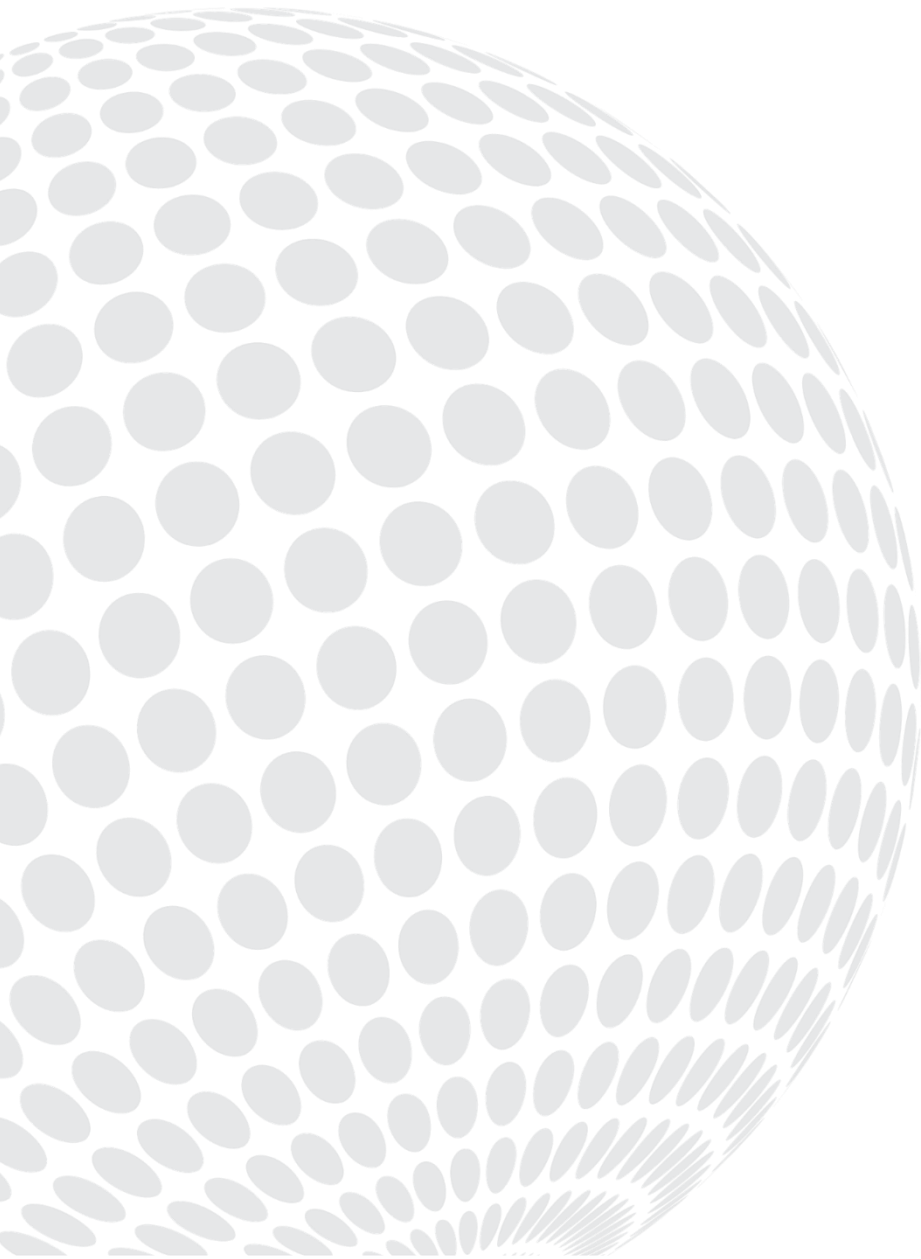


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I. INTRODUCTION

EDUK Qualifications Limited, registered with UK Register of Learning Providers (UKRPL), pledges to provide trustworthy and recognized cost-effective UK Qualifications. All our courses are developed with the assistance of highly qualified academics and industry experts. We will provide advice and assistance to students to ensure their continuous professional development. We will ensure all administrative specifications are maintained.

All academic policies will be reviewed annually in the event of administrative changes to maintain quality standards.

We will provide support and guidance to Centres and their students to ensure they achieve their goals. As an organisation we are committed to ensure any and all regulatory requirements.

II. PURVIEW OF THE POLICY

The following policy covers the methods which lecturers will employ to assess students' work that will enable completion of EDUK Qualifications.

III. STATEMENT

Assessments will be made available both online and on paper. Centres will have all requirements to ensure smooth delivery of courses.

IV. ASSESSMENT FORMAT

EDUK qualifications expect that all assessments instil practical skills and knowledge that match with the skills of the student. EDUK will consider a variety of assessment techniques to develop competent qualifications which meet with the students, the business environment, and potential employers. EDUK Qualifications encourage an assessment-based course, allowing for a full rounded course with practical skills and knowledge which students can apply in the real world.

EDUK will provide guidance regarding:

The design of assessment

The criteria a student will be assessed on

The marking criteria to be used

A clear guide will be provided to assist centres to understand how each qualification unit will be assessed. EDUK will develop a brief for each unit which can be used by the Centre to design additional assignments.

Centres will be given the opportunity to develop their own assessment with the help of the guidelines provided.

EDUK will monitor the centres' progress and choose to remove the option for centres to develop their own assessment for a qualification in the event there is a lack of relevance and compliance with the standards given.

The marking guidelines will be given to Centres once they obtain the approval to become a EDUK accredited centre. In an event the Centre requires assistance or reference, the assignment briefs will be given to them.

V. AUTONOMY OF ASSESSMENT DEVELOPMENT

EDUK will allow Centres to design and develop assessments and EDUK will perform quality assurance checks. EDUK will assist Centres in assessment writing workshops and advice.

1. Assessment includes the correct criteria to match the learning outcomes of the qualification.
2. The specification of qualification is met in a clear and concise manner.
3. Knowledge and skills required are clearly indicated.
4. Adjustments made, if required.
5. Ensure each student showcases his/her knowledge in its most authentic form and allow him/her to exhibit the competencies mentioned in the assignment brief

VI. CONTROLLED ASSESSMENT

Centres have a responsibility to ensure assessments are done in monitored conditions. In

Addition, EDUK will conduct an external assessment and select a random sample of Assessment to view.

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1. Ensure assignments are done by students in a controlled environment.
2. Standardised marking is applied to all assignments.
3. Keep assignment materials in a secure location.
4. Give sufficient time for an assignment.
5. All administrative tasks assigned to the relevant staff.

VII. GUIDANCE ON ASSESSMENT PRACTICES

Students will be taught on how to identify the right information for their assessments, compile clear and concise appendices, use of graphs, tables and diagrams. When compiling the bibliography, students will be taught how to use proper referencing and also be warned on the penalties of plagiarism and collusion.

Authentication of Assessments

Centres will have a system in place to reduce the chances of student malpractice.

- Assessment conditions are maintained during a controlled assessment.
- Students who require special needs will be given consideration.
- Students sign a letter of authenticity and submit with the assessment

VIII. POLICY REVIEW DATE

January 2024

IX. CONTACT US

If you require further assistance or information on our qualifications and service please contact us:

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